

Therapy clinic waitlist template

A waitlist sheet, a priority rubric and a family update message to adapt for your clinic.

therapycrm.io

Clinic or service line	Sheet owner	Review date

Priority rubric (set by your clinic)

Priority score	Criterion the clinic has agreed	Who reviews

Waitlist

Date added	Client reference	Service	Availability	Clinician preference	Priority	Last update sent	Status and next step

Family update message (adapt the wording)

Subject: Your place on the [clinic name] waitlist. Hello [guardian name], thank you for waiting. This is an update on [child's first name]'s place on our waitlist for [service]. [Status.] Please tell us by [date] if your availability or contact details have changed. When an opening fits, we will contact you by [channel] and you will have [response window] to reply. We will write again by [date].

Date sent	Sent by	Next update due

Record consent to text messages for each family. Keep this sheet where only the staff who need it can open it.